

Teacher/Trainer Notes

Part 2: Apply

Module 9: Phoning about a job advert

Duration

Estimated time is 50 minutes, but may vary depending on the group you are working with.

Aims

- To learn about making contact with employers by telephone
- To learn how to prepare for phoning an employer about a job advert
- To learn how to conduct a telephone conversation with an employer

Learning intention

- I will learn about making contact with employers by telephone
- I will learn how to prepare for phoning an employer about a job advert
- I will learn how to conduct a telephone conversation with an employer

Success criteria

- I can prepare for a telephone call with an employer
- I can conduct a telephone call with an employer about a job advert

Resources

- ICT suite with internet access
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 9: Phoning about a job advert content and activity

Preparation

- Open the [Job Seeking Skills/Part 2/Module 9](#) section on www.planitplus.net
- Familiarise yourself with the content
- Check that students can open and use the Module 9 content

Reflect and review

- Review what has been learned and reinforce key points about how to prepare for and make a telephone call to an employer

Alternative approaches and follow on activities

- If you are completing this module as a paper-based exercise, print out [Activity 1 worksheet](#) before delivering it
- Activity 1 can be completed students' own time

Career Management Skills

Self	I make positive career decisions
Strengths	I am aware of my skills, strengths and achievements
Horizons	I understand that there is a wide variety of learning and work opportunities that I can explore and are open to me
	I know how to find and evaluate information and support to help my career development
	I am creative and enterprising in the way I approach my career development
Networks	I interact confidently and effectively with others to build relationships

Career Education Scotland

Senior Phase

I can confidently use the IT to research career opportunities open to me

I can use evidence from my learning experience to help make plans for the future

I can use relevant evidence to complete applications form

I am aware of all aspects of typical recruitment processes and how best to prepare